



NOTICE OF VACANCY

Title: Payroll Technician
Salary: \$25,100.55
Department: Finance
Reports to: Payroll Supervisor

Overtime: Non-exempt
Closing Date: 09/14/2009
Job Grade: 41

GENERAL SUMMARY: Prepares and processes payroll within the guidelines of relevant federal, state, and local laws, Augusta-Richmond County's payroll system, and departmental policies and procedures. Reports to Payroll Supervisor or other designated person and works with co-workers and other county employees to provide clerical support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares and processes payroll.
2. Prepares and maintains payroll-related records and reports.
3. Enters payroll data.
4. Balances and corrects payroll edit list.
5. Assists with personnel-related functions.
6. Serves as a resource for subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.

Experience: 1-2 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Familiarity with policies, procedures, rules, regulations, and activities of the Human Resources department, payroll-related regulations, procedures, and terminology.
- Proficiency in compiling, organizing, preparing and maintaining records and reports, using standard office equipment, word processing, spreadsheets and various payroll-related computer software.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- May supervise and/or train designated subordinate personnel.

**Applications/Resume can be submitted to the
Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
WWW.AUGUSTAGA.GOV**

Augusta, Georgia Is An Equal Employment Opportunity Employer

The government of Augusta, Georgia is an Equal Employment Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, disabilities, marital status, pregnancy status, veteran's status or any other basis prohibited by federal, state or local law. We value and encourage diversity in our workforce.

Americans with Disabilities Act (ADA) and Section 504 Accommodations

Individuals with disabilities who need reasonable accommodations, in order to apply or maintain employment, should contact the Augusta, Georgia Department of Human Resources at : 706-821-2303 or the internal Augusta, Georgia